

ANNUAL REPORT FICE

91-33/124(9):013

V

AFFIRMATIVE ACTION

REPORT

1986~1987

NIGHTINGALE CAMPUS LIBRARY

George Brown



The City College

THE GEORGE BROWN COLLEGE
OF
APPLIED ARTS AND TECHNOLOGY

AFFIRMATIVE ACTION REPORT
1986 - 1987

D. E. Light
President

J. Kingshott
AAAC Coordinator
April 1986

CONTENTS

SECTION I

Introduction and Summary of Affirmative Action 1985-1986 1

SECTION II

Reports by Chairs of Subcommittees for 1985-1986 7

SECTION III

Review of Affirmative Action Advisory Committee Objectives for 1985-1986 ... 15

SECTION IV

Affirmative Action Advisory Committee Objectives for 1986-1987..... 31

SECTION V

Affirmative Action Objectives from Divisions and Departments for 1986-1987... 39

SECTION I

**INTRODUCTION AND SUMMARY
OF AFFIRMATIVE ACTION
1985-1986**

INTRODUCTION AND SUMMARY OF AFFIRMATIVE ACTION

1985-1986

The past year was, as always, an extremely busy, productive and challenging period for the Affirmative Action Advisory Committee (AAAC).

Membership on the AAAC continued to reflect the College community. Members came from seven campuses (Casa Loma, College, Kensington, MacPherson, Nightingale, Queen Street and St. James). Of the twenty-seven members, three were men (a dean, a manager, and the controller). There were seven faculty, seven support staff, nine administrative staff, and four students. That is, fourteen members or slightly over half were members of the Ontario Public Service Employees Union.

Except for the executive coordinator (a faculty member who retained a one-quarter teaching load), all other members were volunteers who participated in affirmative action activities above and beyond their regular work load.

Nevertheless, a great deal continued to be achieved. The bulk of affirmative action activities related to the 1985-86 objectives was again carried out by subcommittees established at the September general meeting. To reflect the importance of this work, summaries from the chairs of the 1985-86 subcommittees are included in Section II of this report.

Many of the AAAC's subcommittees were newly established for the past year to reflect the ever-changing focus and concerns of the committee and the College. The scope of activities is indicated in the following list:

Standing Subcommittees

- | | |
|-----|--|
| new | <ol style="list-style-type: none">1. Annual Dinner2. Child Care3. Conference4. Management Development Program5. Professional Development Day for Elementary School Teachers and Counsellors6. Sexual Harassment and Stereotyping7. Women and Computers |
|-----|--|

Ad Hoc Subcommittees

- | | |
|-----|---|
| new | 1. Policy on Affirmative Action |
| new | 2. Resource Package of Human and Media Resources |
| new | 3. Retreat/Think Tank |
| | 4. Statistical Analysis of Employees (a 1984-85 strategy) |

Section III of this report is a review of the AAAC's 1985-1986 objectives. All strategies except four were achieved. Of those four strategies, all are in process of being completed or will be completed by the end of the current academic year. (See strategies 1.1.1, 1.1.2, 2.1.3, 2.4.1.)

Section IV of this Affirmative Action Report includes the AAAC's objectives for 1986-87. Only seven strategies were developed for the coming year since the committee firmly believes that the deans, directors, controller and registrar should increasingly assume full responsibility for affirmative action in their divisions and departments. For example, the Architectural and Electro-Mechanical Divisions planned and organized the third annual "Why Not Technology? A Woman's Day" in April 1985 - an activity the AAAC originated in 1983 and repeated in 1984.

As another example, the chair of the Early Childhood Education (ECE) program in the Community Services division initiated a proposal for a day care centre at Casa Loma campus. The proposal was supported by statistics and comments from a child care survey conducted by the AAAC. The ECE chair and supervisor of the Kensington Learning Centre are investigating funding and physical facilities for the Casa Loma day care centre.

In 1985 the AAAC planned, developed and implemented a Management Development Program for twenty-five female support staff. A second program for twenty female employees was organized by the AAAC in 1986. The AAAC will transfer the program to the Staff Development Department once the theoretical and practical components of the 1986 program are completed. It is assumed that any future offerings will be open to women and men. (An article about George Brown College's Management Development Program appeared in the December 1985 issue of Canadian Woman's Studies.)

A major development in affirmative action took place in the fall of 1985. President Doug Light asked the deans, directors, controller and registrar to submit at least one affirmative action objective for their division or department for 1986-87.

Affirmative action objectives were submitted by the following divisions and departments: Academic, Architectural Technology, Business, Continuing Education and Marketing, Electro-Mechanical, Fashion, Finance, Health Sciences, Hospitality, Industrial Training, Library and Audio Visual Services, Registrar's Department, Research and Program Development, and Staff Development. (These objectives are listed in Section V.)

No affirmative action objectives for 1986-87 were received from the following: Community Services, Computer Services, Graphic Arts, Personnel, Physical Resources and Campus Administration, Student Services and Support Services for the Handicapped.

Although the College administration remains male dominated, three women were appointed to management positions in 1985-86:

1. Chair of Community Outreach (a new position)
2. Associate Director of Support Services for the Handicapped (a new position)
3. Director of Personnel.

However, two positions formerly held by women are now held by men:

1. Director of Student Services and Support Services for the Handicapped (the previous Director has left the College)
2. Manager, Nightingale Campus (the previous manager, a nurse, has returned to work in the Campus Health Centres).

The net gain for the year is one additional woman in middle management. There are still only two women in senior management, the Director of Personnel and the Director of Library and Audio-Visual Services.

However, it is hoped that graduates of the Management Development Program will apply for and be promoted into managerial positions as such positions become available. Already a woman who held one of the six-month internships has been promoted from a secretarial position to that of a Support Services Officer II, working with the new Chair of Community Outreach.

And the AAAC has initiated an informal networking group for female managers in the College to give them a vehicle to meet and support each other.

The AAAC held its first meeting just four years ago on January 7, 1982. Much has been accomplished in awareness and acceptance through a great variety of activities and projects. And a beginning has now been made on implementing affirmative action; for example, the Management Development Program. But activities do not necessarily mean results or change. Therefore, the retreat/think tank in February was an important step in assessing the AAAC: what it has accomplished, where it should be heading, how best to achieve its goals/objectives, and who should be accountable/responsible. The AAAC will consider the recommendations of the retreat/think tank at its spring meetings and move to implement these recommendations at its September 1986 meeting.

We look back on 1985-86 with great satisfaction. We look forward to 1986-87 with much anticipation.

June Kingshott, B.A., M. Ed.
Executive Coordinator
Affirmative Action Advisory Committee

SECTION II

**REPORTS BY CHAIRS OF
SUBCOMMITTEES
1985-1986**

STANDING SUBCOMMITTEES

Annual Dinner

The Affirmative Action Advisory Committee of George Brown College held its third annual dinner on November 26, 1985, in the staff lounge at Casa Loma Campus.

Ms. Linda Geluch, from Milin Resources, was the guest speaker and her subject was "Incompetent Management." Messrs. J. G. Turner and K. D. MacLennan attended from the President's Office. Ms. Jenny Ono and Ms. Ellen McLean attended from the Board of Governors.

Seventeen companies in the Toronto area and several government agencies showed their support for affirmative action at George Brown College by donating gifts and promotional items. Everyone attending the dinner received a gift and a "loot" bag. The Affirmative Action Advisory Committee extended their thanks for this support by awarding Certificates of Appreciation to all the donors.

The Chair of the subcommittee wishes to thank all those who attended the dinner and all those who contributed to the success of the event.

Loreen Miskevich
Chair, Subcommittee for Annual Dinner

Child Care

The following activities were undertaken by the subcommittee during the year.

1. While attending a Technical Upgrading Program Conference in October, the chair of the subcommittee and another faculty member investigated the day care facility available at Cambrian College, Sudbury.
2. Executive Coordinator and chair of subcommittee attended a seminar of the Ontario Coalition for Better Day Care, October 26 and 27, 1985.
3. A list of day care centres located in the vicinity of Nightingale Campus was sent to the Campus Manager of Nightingale for distribution to students.
4. The major project undertaken by the subcommittee was to conduct a survey exploring the need for and feasibility of a college-sponsored day care facility. All staff and a random sample of students were surveyed. The staff distribution took place through the normal AAAC channels for its newsletter; a network of volunteers helped in distributing the form to students. The results indicated a definite need for a day care facility.

Kay Singh
Chair, Subcommittee on Child Care

Conference: Equality in the Workplace

The objective of the Equality in the Workplace Conference on May 15, 1985, was to develop a positive image of the College as an institution concerned with economic issues that are particularly important to women. Total attendance for the day was 120 and included representatives from business, government agencies, industry, and educational institutions.

The equality issue was an important and timely one related to the Charter of Rights and Freedoms and affirmative action.

The Conference raised the consciousness of people and organizations to the fact that George Brown College is an active Affirmative Action institution.

Mary L. Bruno
Chair, Subcommittee for Equality
in the Workplace Conference

Management Development Program

In 1985, the College tapped a rich resource of potential management talent. The Management Development Program for Women, sponsored and co-ordinated by the AAAC, offered twenty-five support staff women the opportunity of gaining both theoretical and practical management skills. The 24-hour classroom portion of the program was followed by either a 3-to-4 week project assignment or a 6-month internship. The benefits from the program have been twofold. The projects and internships addressed very real College needs and activities that would otherwise not have been accomplished. More importantly, twenty-five women have discovered more about themselves, their own career paths and future in the College.

The AAAC's offering of the management development program elicited a strong demand from women seeking possible career change and needing a means of career evaluation. For those women who could not be accommodated into the program, the AAAC offered career planning workshops.

Teresa Karolewski
Chair, Subcommittee on
Management Development Program

Professional Development Day for Elementary School Teachers and Counsellors

"Shaping Our Youth: Career Planning for 2001"

On April 11, a professional development day for elementary school teachers and counsellors was organized at Casa Loma Campus. Entitled "Shaping Our Youth: Career Planning for 2001", the day included a keynote speaker as well as workshops on co-op learning, segregated classrooms, integration of women into non-traditional work areas, integration of women into technical shops, role modelling and

sex stereotyping, and how to organize a career day for elementary school students. Participants included teachers, counsellors and administrators from the various boards of education in and around Metro Toronto.

The purpose of this professional development day was to demonstrate to elementary school teachers and counsellors creative methods and techniques for presenting career counselling to elementary school children.

Mary L. Bruno
Chair, Subcommittee on
Professional Development Day
for Elementary School Teachers
and Counsellors

Sexual Harassment and Stereotyping

The Sexual Harassment Subcommittee presented three sensitizing sessions on the issue of sexual harassment to the staff of two divisions on March 13, 1986. The first session was at Kensington campus with the dean and staff of Fashion and Hospitality. The second and third sessions were presented to the Electro-Mechanical dean and staff at Case Loma and St. James campuses.

Ms. Lorraine Putnins, who has presented sessions to both students and staff at Mohawk College, was the facilitator. Each session, one hour in length, focused on the obligation of the College as an employer and the obligations of staff as employees to maintain an environment free of discriminatory practices under the Ontario Human Rights Code, 1981. The sessions were designed to help the staff recognize the problem of sexual harassment, to identify it when it occurs, and to deal with it effectively. A twenty-minute question and answer period was included in each session.

Joan McKay-Weakley
Chair, Subcommittee
on Sexual Harassment
and Stereotyping

Women and Computers

The subcommittee decided that it would tackle raising the awareness of women on the subject of the changing complexion of employment due to technological change. Purchasing the videotape Headstart (produced by the National Film Board in collaboration with the Canadian Advisory Council on the Status of Women) was deemed as an appropriate strategy in reaching a wide College audience.

The videotape has thusfar been viewed by 160 students in the Nursing Division, and by the Social Science faculty. It has also been viewed by 35 students and staff in Academic Upgrading at Casa Loma. The tape will also be circulated to target groups at Kensington and College Street campuses.

A showing of Headstart followed by a panel discussion on the future of work will be offered to all interested support staff via the spring roster of Staff Development workshops.

In view of some criticism of both the content and production of this A/V material, we will continue to search for better materials as they become available.

Brenda Bennett
Chair, Subcommittee on
Women and Computers

AD HOC SUBCOMMITTEES

Resource Package and Information Directory on Women's Issues and Needs

This up-to-date directory highlights the available books, periodicals, articles, films and so on available within the George Brown College library system on women's issues and needs. Various information and topics include stereotyping, employment, non-traditional work, family, education, curriculum, and so on. There is also a listing of resources in other women's information centres. One section includes a list of people in the College and the wider community who are available as speakers and resource people.

The directory or resource package was made available to all deans and chairs and to selected faculty. Copies are also available in the College libraries and with the Executive Coordinator.

Susan Angus
Chair, Subcommittee on
Resource Package of Human
and Media Resources

Retreat/Think Tank

The Affirmative Action Advisory Committee held a retreat/think tank on February 20 and 21, 1986 at a residential learning centre outside Toronto.

Participants included fifteen members of the AAAC and eight senior and middle managers. (Seventeen administrators were invited, one from the President's Office and every division and department.) One participant had a dual role as member of the AAAC and as a senior administrator. There were sixteen women and six men in the group.

An outside facilitator designed activities (e.g., large and small group discussions, brainstorming, case studies) to help participants consider the theme "Where Are We Going and How Do We Get There?" Some of the topics covered were the following:

1. history and mandate of the AAAC
2. past activities and projects
3. the difference between projects (activities) and process (development or change)
4. responsibility of the AAAC
5. human resource management
6. management accountability
7. membership on the AAAC.

A report was submitted to President Light for his consideration of future directions for affirmative action in the College.

Rachele Rossi
Chair, Subcommittee for
the Retreat/Think Tank

SECTION III

**REVIEW OF AFFIRMATIVE ACTION
ADVISORY COMMITTEE OBJECTIVES
FOR 1985-1986**

**Affirmative Action Annual Report
Objectives 1985/86**

Objective # 1: To raise and diversify the occupational distribution of women employed in the Colleges of Applied Arts and Technology.

Results Oriented Specific Objective # 1: To increase awareness and active support of affirmative action activities/goals in the College.

Strategy/Activity	Responsibility	Measurement Criteria	Achievement
1.1.1. To provide for all managers, seminars which will raise consciousness of affirmative action activities and concerns both inside and outside the College.	- AAC	Every manager to attend a half-day presentation.	Director of Personnel to include presentation on topic "Equal Pay for Work of Equal Value" as introduction to information session for managers on new classification system for support staff.
1.1.2. To make a presentation to the College Council on Affirmative Action activities and concerns within the College.	- AAC	A half-hour presentation to the College Council by the executive coordinator and chairs of subcommittees.	Executive coordinator and chairs of subcommittees to make presentation to College Council on May 8, 1986, and to Education Committee, Board of Governors, on June 2, 1986.

**Affirmative Action Annual Report
Objectives 1985/86**

- Objective # 1:** To raise and diversify the occupational distribution of women employed in the Colleges of Applied Arts and Technology.
- Results Oriented Specific Objective # 2:** To increase the number of qualified female candidates for managerial positions and to diversify the occupational distribution of women employed by the Colleges.

Strategy/Activity	Responsibility	Measurement Criteria	Achievement
1.2.1. To present a management training program for female staff who have identified advancement in management as a career goal.	- AAC - President	Management training sessions presented to 10 percent of the female staff.	Twenty female employees (selected by interview process) to participate in 24-hour management training course held two Saturdays (March 1, April 2) and two Wednesdays (March 5 and 26). Program to include class sessions followed by practicum.
1.2.2. To implement a management training internship program specifically for selected support staff women who participated in the management training program in the Spring of 1985.	- AAC - President	Placement of up to four women in an internship program with a dean, director, chair or manager for a period of 4 to 6 months starting in the fall of 1985.	Three female support staff held 6-month internships from August 1, 1985, to January 31, 1986, with Dean of Research and Program Development; Chair, Continuing Education, Health Sciences and Community Services, and Manager, Finance Department.
1.2.3. To implement a number of short-term projects for the graduates of the management training program who do not take part in the internship program of objectives 1.2.2.	- AAC - President	Projects of 2 to 4 week duration selected by appropriate managers and participants; to be undertaken in the spring of 1985.	Short-term projects were undertaken in the following areas by 19 other female support staff: Registrar's Department, Finance, Campus Administration, Staff Development, Computer Services.

**Affirmative Action Annual Report
Objectives 1985/86**

Objective # 2: To diversify female student enrolment.

Results Oriented Specific Objective # 1: To assist the divisions and departments in establishing and maintaining an environment conducive to the enrolment and graduation of female students.

Strategy/Activity	Responsibility	Measurement Criteria	Achievement
2.1.1. To meet with selected divisions and departments to discuss their activities for actively recruiting and graduating women.	- AAAC	At least one meeting with the selected divisions and departments.	Deans of Architectural Technology and Electro-Mechanical Divisions assumed responsibility for organizing third annual "Why Not Technology? A Woman's Day" on April 11, 1985, at Casa Loma Campus to encourage women and high school girls to consider non-traditional programs.
2.1.2. To establish a system whereby the AAAC receives the names of students enrolled in non-traditional programs. (These students could act as role models to encourage enrolment in non-traditional areas.)	- AAAC - Registrar	System established by September 1, 1985.	Registrar's Department developed a selector program to retrieve names of students enrolled in non-traditional programs; lists supplied to AAAC in October and December 1985 for analysis.
2.1.3. To establish a system to monitor labour-market success of graduates from selected non-traditional programs.	- AAAC - Registrar - Research and Planning - Student Services	System established by March 31, 1986.	System delayed for lack of funding.

**Affirmative Action Annual Report
Objectives 1985/86**

Objective # 2: To diversify female student enrolment.

Results Oriented Specific Objective # 1: To assist the divisions and departments in establishing and maintaining an environment conducive to the enrolment and graduation of female students.

Strategy/Activity	Responsibility	Measurement Criteria	Achievement
2.1.4. To establish a system whereby names of students withdrawing from programs are received by AAAC.	- AAAC - Registrar - Research and Planning	System established by September 1, 1985.	As with 2.1.2., lists supplied to AAAC in October and December 1985 for analysis.
2.1.5. To prepare an analysis comparing student withdrawal rates from all programs to withdrawal rates found in non-traditional programs.	- AAAC - Registrar - Research and Planning	Report with statistical analysis to be submitted to President by March 31, 1986.	Results inconclusive; too few programs with enough students of both sexes enrolled to draw any valid conclusions.

**Affirmative Action Annual Report
Objectives 1985/86**

Objective # 2: To diversify female student enrolment.

Results Oriented Specific Objective # 2: To enhance the non-academic environment to encourage the enrolment and graduation of female students.

Strategy/Activity	Responsibility	Measurement Criteria	Achievement
2.2.1. To expand the activities and scope of the Casa Loma Network.	- AAAC - SAC	Increase in the number of women participating and in the variety of activities.	Valentine's Day "coffee and donuts" networking session held in Women's Resource Centre between 11 a.m. and 1 p.m. on February 14 with assistance in planning, decorating and advertising from Casa Loma students.
2.2.2. To explore the need for and feasibility of a College-sponsored child care facility.	- AAAC	A report to be submitted to the AAAC by November 1985.	Needs survey conducted with all staff and selected students in October 1985. Results included in recommendation by Chair, Community Services, for a second college child care centre at Casa Loma Campus.

Affirmative Action Annual Report
Objectives 1985/86

Objective # 2: To diversify female student enrolment.

Results Oriented Specific Objective # 3: To develop a positive image of the College as an institution concerned with issues that are of particular importance to women.

Strategy/Activity	Responsibility	Measurement Criteria	Achievement
2.3.1. To present a day-long conference for the general public to highlight economic issues that are of special importance to women. Topics to include child care, pensions, equal pay for work of equal value, family law, affirmative action, retraining, sexual harassment.	- AAC - President	Conference presented to the general public on May 15, 1985, at St. James Campus.	Conference "Equality in the Workplace: Fact or Fiction" held at St. Lawrence Hall on May 15, 1985, with 120 participants from business, government, industry, women's groups, educational institutions.

**Affirmative Action Annual Report
Objectives 1985/86**

Objective # 2: To diversify female student enrolment.

Results Oriented Specific Objective # 4: To expand community awareness of the range and diversity of programs offered by the College.

Strategy/Activity	Responsibility	Measurement Criteria	Achievement
2.4.1. To establish an annual professional development day for elementary school teachers and counsellors to visit the College to see the programs in action.	- AAC - Student Services - Deans	One professional development day in the 1985-86 academic year.	Professional development day entitled "Shaping Our Youth: Careers for 2001" to be held at Casa Loma Campus on April 11, 1986, for elementary school teachers, counsellors and administrators from Metropolitan Toronto and surrounding boards of education.

Affirmative Action Annual Report
Objectives 1985/86

Objective # 3: To ensure that the curriculum is free of stereotyping and sex bias and that programs reflect the contemporary roles of women.

Results Oriented Specific Objective # 1: To increase awareness of the implications of sex bias and sex-role stereotyping.

Strategy/Activity	Respon-sibility	Measurement Criteria	Achievement
3.1.1. To provide a learning situation for the staff of a selected division on the implications of sex bias and stereotyping.	- AAAC	At least one meeting with the selected division and an outside facilitator.	Sensitizing session held March 1986 with staff of Hospitality Division, Kensington Campus, by outside facilitator.
3.1.2. To offer to provide to deans of selected divisions professional development sessions in Affirmative Action/Equal Opportunities issues.	- AAAC	One professional development session with at least one division.	Sensitizing sessions on sexual harassment and stereotyping held March 1986 with staff of Electro-Mechanical Division at both St. James and Casa Loma Campuses.

**Affirmative Action Annual Report
Objectives 1985/86**

Objective # 3: To ensure that the curriculum is free of stereotyping and sex bias and that programs reflect the contemporary roles of women.

Results Oriented Specific Objective # 2: To increase the number of courses that reflect awareness of the contributions and contemporary roles of women.

Strategy/Activity	Responsibility	Measurement Criteria	Achievement
3.2.1. To identify specific post-secondary areas in which the AAAC could offer a guest lecturer or film on women's issues.	- AAAC - Dean, Academic Division - Vice-President, Academic	Six guest lecturers or films addressing selected second-year post-secondary students in English courses at Casa Loma and St. James.	Videotape of Learnx Lecture by Rosemary Brown (M.L.A. in British Columbia) on "Public Education for Gender and Racial Equality" shown in classes at Casa Loma and St. James.
3.2.2. To compile a library of human and media resources which the AAAC feels would be of use to the various technological areas.	- AAAC - Director of Library and Audio-Visual Services	Provide a list of human and media resources to all chairs.	Resource package distributed in March 1986 to all deans, chairs and selected faculty.
3.2.3. To investigate the possibility of offering to the staff a course in basic general household maintenance (which could include basic plumbing, woodwork, electrical wiring, etc.).	- AAAC - Dean of Architecture - Dean of Continuing Education	One course offered during the 1985-86 academic year.	Non-credit course "Basic Home Repairs" offered by Continuing Education Division to general public in fall 1985 and winter 1986.

Affirmative Action Annual Report
Objectives 1985/86

Objective # 3: To ensure that the curriculum is free of stereotyping and sex bias and that programs reflect the contemporary roles of women.

Results Oriented Specific Objective # 2: To increase the number of courses that reflect awareness of the contributions and contemporary roles of women.

	Strategy/Activity	Responsibility	Measurement Criteria	Achievement
3.2.4.	To offer to act as an advisory committee to the Division of Continuing Education to expand the offerings in Continuing Education in specific areas which concern women.	- AAC - Dean of Continuing Education	At least 2 more courses in continuing education offered in the academic year 1985-86.	Executive coordinator and two other members of AAC offered to act as advisory committee to Dean of Continuing Education.
3.2.5.	To continue to provide for students, workshops on women and computer,	- AAC	At least 1 workshop presented at each major campus.	Videotape Headstart shown to classes on all major campuses.

**Affirmative Action Annual Report
Objectives 1985/86**

Objective # 3: To ensure that the curriculum is free of stereotyping and sex bias and that programs reflect the contemporary roles of women.

Results Oriented Specific Objective # 3: To increase the number of women on policy-making committees.

Strategy/Activity	Responsibility	Measurement Criteria	Achievement
3.3.1. To continue to encourage selected deans to appoint more women to College Advisory Committees,	- Vice-President, Academic - Deans of Architectural Technology, Electro-Mechanical, Graphic Arts, Fashion Technology	At least one more woman on each advisory committee of the selected divisions.	The following women have been added to advisory committees: Architectural Technology - one for Piano Technician, one for Residential Construction Management. Electro-Mechanical - one for Instrumentation Engineering Technology and Technician. Graphic Arts - one for Printing. Fashion - advisory committees are being restructured; division searching for women to be part of new committees.

SECTION IV

**AFFIRMATIVE ACTION
ADVISORY COMMITTEE OBJECTIVES
FOR 1986-1987**

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #1: To raise and diversify the occupational distribution of women employed in the Colleges of Applied Arts and Technology.

Specific Objective #1: To increase the number of qualified female candidates for managerial positions and to diversify the occupational distribution of women employed by the College.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
1.1.1. To implement a management development internship program specifically for selected staff women who participated in the management development program in the spring of 1986.	- AAAC - President - Managers whose staff participate - Managers of the internships.	Placement of three women in an internship program with a dean, director, chair or manager for a period of four to six months starting in the summer of 1986.
1.1.2. To implement short-term management development projects for the graduates of the management development program who do not take part in the internships program of objective 1.1.1.	- AAAC - President - Managers whose staff participate - Managers of the short term projects.	Placement of up to seventeen women in three-to-four week management projects selected by appropriate managers; to be undertaken before end of 1986.

Objective #2: To diversify female student enrolment.

Specific Objective #1: To develop a positive image of the College as an institution concerned with educational and economic issues that are of particular importance to women.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.1.1. To present a day-long conference to highlight educational and economic issues that are special importance to women. Topics to include community-based training, co-op training, institutional programs, entrepreneurship, volunteerism, funding, and special needs and services for disabled, Native and visible minority women.	-AAC -President	Conference presented in April 1986 under the title "Paths to Employment" with participants from community groups, business, industry, government and education.

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #2: To diversify female student enrolment.

Specific Objective #2: To enhance the non-academic environment to encourage the enrolment and graduation of female students.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.2.1. To provide information to students on the availability of child care, the criteria of quality child care, and the requirements for obtaining subsidized child care.	-AAAC	Information made available to SAC, counsellors, health centres, admission offices.

Affirmative Action Annual Report
Objectives 1986/87

Objective #3: To ensure that the curriculum is free of stereotyping and sex bias and that programs reflect the contemporary roles of women.

Specific Objective #1: To increase awareness of the implications of sex bias and sex-role stereotyping.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
3.1.1. To provide to the staff of selected divisions professional development sessions on the implications of sex bias, stereotyping and harassment.	-AAC	Professional development sessions with at least five divisions.

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #3: To ensure that the curriculum is free of stereotyping and sex bias and that programs reflect the contemporary roles of women.

Specific Objective #2: To increase the number of courses that reflect awareness of the contributions and contemporary roles of women.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
3.2.1. To continue to provide in-class workshops on women and computers.	-AAAC	Workshops in at least five classes on each major campus.
3.2.2. To continue to identify specific areas in which the AAAC could offer a guest lecturer or film on women's issues.	-AAAC	Two guest lectures or films addressing selected classes at each major campus.

SECTION V

**AFFIRMATIVE ACTION OBJECTIVES
FROM DIVISIONS AND
DEPARTMENTS FOR 1986-1987**

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #1: To raise and diversify the occupational distribution of women employed in the Colleges of Applied Arts and Technology.

Specific Objective #1: To identify areas of weakness of the Registrar's support staff in both technical expertise and interpersonal relations and to provide training to improve performance in both of the above areas.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
1.1.1. To use "Affirmative Action Management Project" study which specifically identified needs of support staff in the Registrar's Department, work with Staff Development Department to develop realistic training program based on identified needs, and provide time for staff to participate in program.	-Registrar	Questionnaire to participating staff to evaluate the benefits of the training program. Review of Admissions staff performance at annual meetings with academic divisions a year from now.

Affirmative Action Annual Report
Objectives 1986/87

Objective #1: To raise and diversify the occupational distribution of women employed in the Colleges of Applied Arts and Technology.

Specific Objective #2: To assist support staff in the Health Sciences to develop skills in word processing and the use of computers.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
1.2.1. To make time available for courses in word processing and computer literacy for the support staff.	-Dean of Health Sciences and Community Services	Skills in word processing. Completion of computer literacy course.

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #1: To raise and diversify the occupational distribution of women employed in the Colleges of Applied Arts and Technology.

Specific Objective #3: To provide an affirmative action plan for a selected female employee in the Finance Department.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
1.3.1. To develop and implement the following procedures related to the College's computerized financial systems: i) Quality Control ii) Co-ordination iii) Documentation iv) Training	-Controller -Nola Todd, an accountant	Formal evaluation by Controller, Manager of Accounting, and internal and external auditors. Target date of completion March 31, 1987.

Affirmative Action Annual Report
Objectives 1986/87

Objective #1: To raise and diversify the occupational distribution of women employed in the Colleges of Applied Arts and Technology.

Specific Objective #4: To encourage women at all levels in the College to increase their awareness of the importance of microcomputers in enhancing their work skills and to equip them for career opportunities in the technologically dependent society of the future.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
1.4.1. To offer a series of seminars specifically geared to female support staff e.g. "Microcomputers - a Secretarial Asset or Liability."	-Director of Staff Development	Seminars offered and implemented.
1.4.2. To offer a series of seminars directed to female faculty members e.g. "Intelligent Purchase of a Personal Computer."	-Director of Staff Development	Seminars offered and implemented.
1.4.3. To offer a seminar to female administrators on "Managing an Increasing Mechanized Workplace."	-Director of Staff Development	Seminar offered and implemented.

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #2: To diversify female student enrolment.

Specific Objective #1: To increase enrolment of women in non-traditional programs in the Architectural Division.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.1.1. To promote and encourage among female Toronto high school students the prospect of employment in trades and technical occupations.	-Dean of Architectural Technology	Increase in percentage of female students in divisional programs.
2.1.2. To establish a regular "Why Not Technology?" Day.		
2.1.3. To seek increased enrolment in Women Into Trades and Technology program.		

Affirmative Action Annual Report
Objectives 1986/87

Objective #2: To diversify female student enrolment.

Specific Objective #2: To undertake an analysis of occupational gender distribution in the Metro Labour Market Needs Assessment studies.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.2.1. To extract relevant data from the Metro Needs Assessment data base, design an appropriate investigative mechanism, perform analysis and produce report, and distribute report to deans and senior administrators.	-Dean of Research and Program Development	Factual assessment of prospective employment opportunities for women in selected occupations.

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #2: To diversify female student enrolment.

Specific Objective #3: To increase the number of women in trucking in the Industrial Training Division.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.3.1. To introduce orientation to course explaining roles that women are now playing in the trucking industry. Accent on success stories that are known by the division and others that are published in trade literature. Reproduce articles for bulletin boards.	-Dean of Industrial Training -Chair of Transport Driver Training	Visible involvement of women in trucking.

Affirmative Action Annual Report
Objectives 1986/87

Objective #2: To diversify female student enrolment.

Specific Objective #4: To introduce a new program "Women in Advanced Metal Working" in the Electro-Mechanical Division.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.4.1. To develop the program.	-Dean of Electro-Mechanical Division, Chair of Metal Fabrication Technology	Program outline produced.
2.4.2. To obtain approval.	-Dean, Chair	Council of Regents approval.
2.4.3. To offer the program to CEIC for purchase.	-Vice-President of Government Programs	Seats purchased.
2.4.4. To advertise for fee-payers.	-Dean of Marketing Division	Ad in paper.
2.4.5. To enrol fee-payers.	-Registrar	Student record.

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #2: To diversify female student enrolment.

Specific Objective #5: To apply for and implement a Technical Upgrading Program "Electro-Mechanical Technical Upgrading Program" in the Electro-Mechanical Division.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.5.1. To develop the program.	-Dean of Electro-Mechanical Division, Chair of Mechanical Technology	Program outline produced.
2.5.2. To obtain approval.	-Dean, Chair	Letter of approval.
2.5.3. To offer the program to CEIC for purchase.	-Vice-President of Government Programs	Seats purchased.
2.5.4. To advertise for fee-payers.	-Dean of Marketing Division	Ad in paper.
2.5.5. To enrol fee-payers.	-Registrar	Student record.

Affirmative Action Annual Report
Objectives 1986/87

Objective #2: To diversify female student enrolment.

Specific Objective #6: To support the "Counselling Centre for Women" Project.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.6.1. To lend any type of support to the project such as <ul style="list-style-type: none">- moral support- advice- human resources- general co-operation	-Dean and Chairs of Electro-Mechanical Division	Testimony of the project leader Ms. S. Angus.

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #2: To diversify female student enrolment.

Specific Objective #7: To increase the number of female students in selected programs of the Fashion Division.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.7.1. To continue to encourage women to enrol in non-traditional occupation programs such as: - Furniture Production and Design - Furniture Woodworking and Finishing - Furniture Upholstery and Repair - Industrial Sewing Machine Mechanic	-Dean of Fashion Technology -Chair of Fashion -Each respective program co-ordinator -Each respective program faculty	Relative enrolment and graduation numbers of women in non-traditional occupations.
2.7.2. To emphasize occupational opportunities for women in these areas in any media of divisional public relations information.	-Dean of Fashion Technology -Chair of Fashion -Each respective program co-ordinator -Each respective program faculty	Occupational opportunities for women mentioned in divisional material.

Affirmative Action Annual Report
Objectives 1986/87

Objective #2: To diversify female student enrolment.

Specific Objective #8: To institute a series of workshops and continuing education courses by the Academic Division for women, encouraging them to consider setting up small businesses or to improve their chances for employment in the existing market.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.8.1. To gather information; take course proposals to programs committee; market courses to metro-area women, including immigrants and those in low-income groups.	-Dean of Academic Division -Chair of English and Liberal Studies at St. James Campus	Counting the number of new courses advertised in the calendar, it is to be hoped that three or four will be running by the end of 1986-1987 academic year.
2.8.2. To get co-operation from Community Services Division so that daycare can be made available to those attending Saturday classes.		
2.8.3. To get funding and other support available through recent programs set up to help women.		

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #2: To diversify female student enrolment.

Specific Objective #9: To organize and run a seminar for the women mathematics and science teachers of the Academic Division for the purpose of identifying and developing "Career Path Profiles" and "Enabling Environments" so that programs may be developed to encourage the registration of women students into non-traditional role training.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.9.1. To propose the idea of the seminar and gain input and direction from the women of the division - form task force or work group.	-Dean of Academic Division -Chairs of Mathematics and Science -Task Force	Meeting held, Task force formed.
2.9.2. To produce operations plan for seminar and identify support required.		Presentation of plan for agreement and approval.
2.9.3. To extend invitation to women in other divisions in non-traditional roles to join the group.		Invitations sent and replied to.
2.9.4. To prepare announcement of intent of seminar and invite observers and resource people.		Announcement.
2.9.5. To plan and hold seminar.		Plan approved and seminar held.
2.9.6. To advise divisional chairs and College administration of results.		Evaluation and comment.
2.9.7. To prepare profiles and state and identify enabling condition.		Evaluation and comment.
2.9.8. To publish profiles and so on along with group picture of women in mathematics and science.		How received.
2.9.9. To assist High School Liaison in distribution.		Response from high schools.

Affirmative Action Annual Report
Objectives 1986/87

Objective #2: To diversify female student enrolment.

Specific Objective #10: To establish a Technical Upgrading Program advisory committee of internal and external women who are involved in some way with women in non-traditional jobs or career counselling in general.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.10.1. To contact potential members 1986.	-Dean of Academic Division -Chair of English and Liberal Studies, Casa Loma Campus	An effective advisory committee meeting at least 3 times in 1986.
2.10.2. To convene first meeting early 1986.		

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #2: To diversify female student enrolment.

Specific Objective #11: To increase the number of immigrant women who complete a trade program.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.11.1. To teach a trade and English at the same time to groups of immigrant women. The emphasis would be on non-traditional occupations for women (e.g. electronics).	-Dean of Academic Division -Chair of English as a Second Language	The number of women who complete the course successfully and find employment.
2.11.2. To have a trades teacher and ESL teacher work together to design and teach the course.	-Dean of Academic Division -Chair of English as a Second Language	Development for immigrant women of a course that includes a trade component with an ESL component.

Affirmative Action Annual Report
Objectives 1986/87

Objective #2: To diversify female student enrolment.

Specific Objective #12: To encourage enrolment in non-traditional programs.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.12.1. To develop a brochure that outlines opportunities in non-traditional occupations through programs offered at the College.	-Dean of Continuing Education and Marketing	Brochure produced by September 1, 1986.

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #2: To diversify female student enrolment.

Specific Objective #13: To assist the Chair of Community Outreach in the establishment of a Small Business program for the New Directions Community Group as part of Canadian Job Strategies.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
2.13.1. To work with Chair of Community Outreach and committee members of New Directions to discuss, plan and implement a Small Business program for women returning to the work force.	-Dean of Business -Chairs of Business	Program in operation by September 1986.

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #3: To ensure that the curriculum is free of stereotyping and sex bias and that programs reflect the contemporary roles of women.

Specific Objective #1: To set up a committee to review and edit all Hospitality training manuals so as to remove all stereotyping and sex bias.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
3.1.1. To hire a journalism student food editor to edit the Hospitality training manuals during period April to July 1986. The Hospitality Division of George Brown College has assumed the role of developing the major texts used not only at George Brown College to train our 1250 full-time students and over 1000 part-time students, but also used in the 20 community colleges in Ontario and throughout Canada. Due to the fact that all of the authors are faculty of George Brown and all but three are men and due to the implied biases that existed for so many years in Hospitality such as: - Pantry persons are women - Chefs are men - Waiters are employed in the finer dining establishments while counter help and lower class service positions are typically in the female domain - House helpers are female, Hotel Managers are male we are certain that these biases no doubt carry through into our manuals and perpetuate the problem.	- Dean of Hospitality Division - Administrative Assistant to the Dean of Hospitality and Fashion	Using deadlines established by the printer for implementation and the printing all manuals in September 1986, all 20 manuals will be edited eliminating stereotyping and sex bias wherever possible.

During the spring and summer of 1986, prior to the reprint of the manuals (the printing was 30,000 manuals in 1985), we would recommend that an editor be employed to ensure that all 20 manuals be revised to demonstrate contemporary roles of women in the Hospitality Industry.

Affirmative Action Annual Report
Objectives 1986/87

Objective #3: To ensure that the curriculum is free of stereotyping and sex bias and that programs reflect the contemporary roles of women.

Specific Objective #2: To continue to acquire for the library collection materials in all media that are free of stereotyping and sex bias and that reflect the contemporary roles of women in accordance with the Affirmative Action policy of the College.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
3.2.1. To increase acquisition and dissemination of information in the area of women's studies, specifically as related to College curriculum and job search activities.	-Director of Library Services -Library Staff	Statistical data on frequency of usage of materials obtained.
3.2.2. To ensure as far as possible that any gender bias found in the current literature is offset by acquiring parallel materials that are free of stereotyping.		
3.2.3. To continue the annual display on women's studies, complete with pathfinders.		

**Affirmative Action Annual Report
Objectives 1986/87**

Objective #3: To ensure that the curriculum is free of stereotyping and sex bias and that programs reflect the contemporary roles of women.

Specific Objective #3: To continue to ensure that media produced by Audio-Visual Services is free of stereotyping and sex bias and that programs reflect contemporary and/or changing roles of both men and women.

Strategy/Activity (What)	Responsibility (Who)	Measurement Criteria (How)
3.3.1. To make program producers and content specialists aware of the affirmative action objectives established by the Ministry of Colleges and Universities.	-Director of Library Services	Lack of stereotyping and/or sex bias in materials produced.